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ABSTRACT

Following the passage of the 1972 Indian Self-Determination Act, the volume of tribal government records has exploded. This manual is a guide to establishing a system for the effective organization, maintenance, and disposition of such records. Section A discusses the major goals of a records management program, defines relevant terms, suggests tribal policy covering responsibility for records, and describes the life cycle of a record. Section B outlines the basic steps in setting up a records management system: (1) inventory determines what records are on hand and what purpose they serve; (2) appraisal considers the administrative, fiscal, legal, and historical value of records and sets the retention and disposition periods for each record series; and (3) the retention schedule is a written plan for the disposal, temporary storage, or permanent retention of various records. Section C describes the establishment and use of a storage facility for inactive files and a tribal archives for permanent records, offers guidelines for defining vital records, suggests sources for copies of missing vital records, and discusses record preservation and disaster planning. Section D provides record inventory and record retention forms, as well as sample retention schedules for records of the tribal council, chairman, administration, and court, and for records concerning business, education, finances, housing, human services, personnel, and police. (SV)

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This volume is dedicated to the Paiute, Washoe, and Shoshone people whose lives - past and present - reflect and teach the beauty of the world and challenge each of us to be all that we can be, individually as well as communally.

Reno/Sparks Tribal Council
Lawrence Astor, Chairman
August 1986

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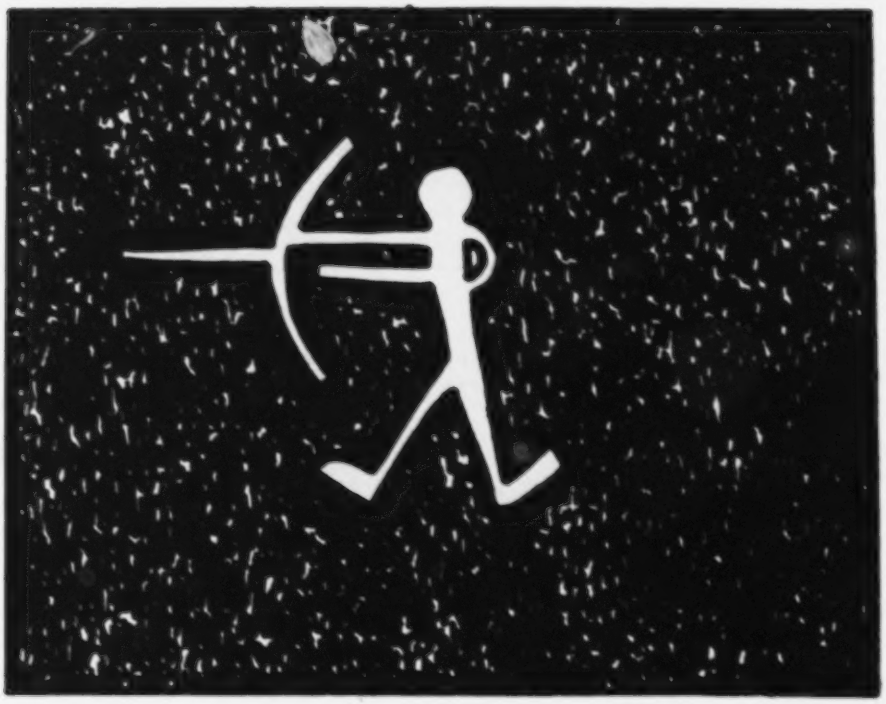

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INTRODUCTION

From point of first contact, tribal peoples of the Americas have been surveyed, analyzed and catalogued by explorers, missionaries, ethnographers, anthropologists, archeologists, and sociologists. The gist of the matter is that university and museum archivists have custody of many collections relative to tribal groups; very few of the tribes take care of their own collections. There are several reasons for this.

The tradition of native peoples is oral. Therefore, the inate knowledge and history of a tribe was passed down in an intricate educational system that has been assailed over the last two centuries. Knowledge recorded on paper or tape was done by non-Indians who removed the products from their place of origin. This alienation of records continued as the interface between tribes and the U.S. government became bureaucratized.

Although tribes were originally recognized by Europeans to be separate nations and to be dealt with accordingly, manifest destiny took its toll. In 1934 with the Indian Reorganization Act, settlements of Indian people all over the U.S. were granted federal recognition as tribal governments, and from this a government to government relationship would flow - as well as a whole new paper source.

As tribes evolved with this concept, a vast body of records - tribal government records - has been added to a substantial body of general history and cultural cataloging. Since the 1972 Indian Self Determination Act, the volume of contract records alone has exploded. Yet tribes are without a tradition for caring for such records and have few resources which to apply.

Records are vitally important in the operation of any government. They serve as the memory and the evidence of past decisions and events. They are also important as the basis for future actions. When created, maintained, and disposed of in a systematic manner, records can be an asset to tribal government. Files that are kept in a haphazard and disorderly manner reduce the effectiveness of the organization and increase its cost of operation.

Each tribal unit retains control over its individual territory and functions as a local government, executing many of the duties normally assigned to county and municipal governments in the state systems. Tribes also exercise duties and programs equal to that of state legislatures. Therefore records generated by tribal governments should be analyzed and appraised with care equal to that of any other government.

This manual is written to serve as a guide to establish a system for the effective organization, maintenance, and disposition of tribal government records. As a part of this system, a tribal archives will evolve. This will ensure that the tribe has records of its economic and social development as well as documents of past programs to help with future planning activities.

RECORDS MANAGEMENT GOALS

The major goals of a records management program are to ensure that:

1. necessary records are maintained in office files;

2. unneeded records are removed from office files;

3. records of administrative, legal, fiscal and historical value are saved;

4. records with no permanent value are destroyed when they are no longer of administrative, legal, or fiscal use in the conduct of tribal business.

RECORDS

A record is any document or item, regardless of physical form or characteristic, which is created or received in the transaction of business. Records are preserved as evidence of decisions, policies, activities, functions and procedures of the government. Records can include items such as minutes, correspondence, legal documents, invoices, photographs, negatives, slides, maps, blueprints or computer printouts.

NON-RECORDS

There are certain materials that can usually be discarded as soon as they are read or transcribed. These materials should not be filed.

1. Transmittal letters and acknowledgements which do not add any information to the material transmitted.

2. Requests for printed material after the requests have been filled.

3. Informal notes, worksheets and drafts of letters, memoranda or reports that do not represent basic steps in the preparation of documents.

4. Shorthand notes, including stenographic notebooks and stenotype tapes, and dictating media which have been transcribed.

5. Stacks of publications or unused forms that are kept for supply purposes only.

The destruction of these particular classes of material, which have no further value once their usefulness is ended, is authorized under general office procedures and policies.

Records or documents - Objects (usually paper) upon which information is written or typewritten. These are items such as letters, reports, vouchers, deeds, etc. These can also be in other forms such as maps, blueprints, photographs or computer printouts.

Record series - Documents that are arranged under a single filing system or are kept together as a unit because they relate to a particular subject or have a particular form. For instance, a "clients case file" would be one series. Another series might be "Education Committee - Minutes". There would be no need to list every folder title in the files.

Non records - Materials that have no usefulness in the daily administration of office operations. Such things as routing slips and telephone messages are non records.

Records management - A system that sets guidelines and procedures for the efficient and economical control of records and information.

Records Center - A comparatively low cost centralized area for housing and servicing inactive or semi-active records which are not referred to often enough to warrant their retention in office files.

Retention Schedule - An itemized list of record series with the corresponding time periods for which they must be kept. This is decided by analyzing the usage and legal and fiscal requirements.

Disposition Schedule - An alternate term for retention schedules.

Vital Records - Records that are essential for the operation and function of the government such as deeds or blueprints. These are the records that require security storage or backup copies.

Archives - Records that have historical value are kept for permanent evidence of the government's activities or for research purposes. An archives is also a building in which historical documents are housed. It differs from a records center in that the materials housed there are of permanent value and will not be discarded. An archives can also contain documents from personal collections, photographs, oral history tapes and other related materials.

RESPONSIBILITY FOR RECORDS

The Tribal Council should incorporate into its management system the following statements of tribal policy:

> All records received, created or compiled by tribal officials or employees for use in tribal business are the property of the tribal government. No official or employee by virtue of his position has any personal or property rights to official records.
>
> Persons in violation of this policy are subject to prosecution under the tribal law and order code covering tampering with or destroying tribal property.
>
> The supervisor in each office is responsible for the proper maintenance of records under his jurisdiction, according to the adopted records retention schedule.

The tribal personnel officer should be instructed to amend job descriptions to reflect this responsibility. Personnel evaluations should include review of the employee's record keeping functions. Annual evaluations should also include a review of office retention schedules.

LIFE CYCLE OF A RECORD

1. A record is created
2. Immediate use is concluded
3. The record is filed in an office file to be available when needed.
4. The record is no longer needed for current reference but may be needed occasionally. It is boxed and stored away from the office. (Record Center).
5. When the record is no longer needed, even occasionally, it may be added to the tribal archives because of its historical value.

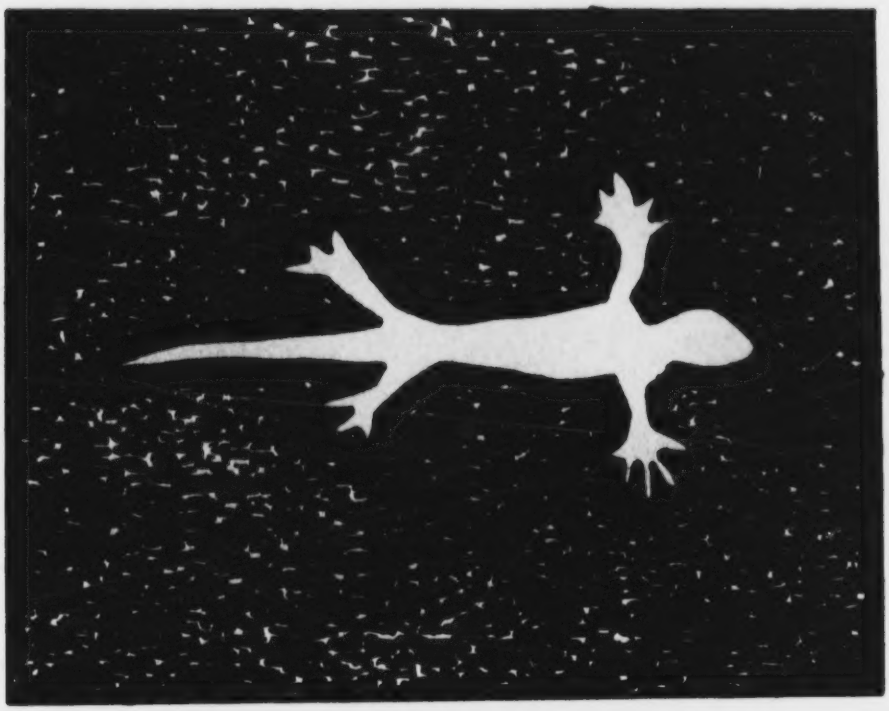
Records do not always go through the complete cycle.

Documents such as phone messages and rough drafts may be discarded when use is completed. These should never be filed.

Documents that have limited use such as circulars or notices may be discarded at the end of an established period rather than being transferred to a storage area.

Documents that have completed their usefulness for occasional reference in a storage area may be discarded at the end of an established period if they are judged to have no historical value.

Section B



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ESTABLISHING A RECORDS MANAGEMENT SYSTEM

The basic steps in setting up a records management system are inventory, appraisal and scheduling.

The purpose of the INVENTORY is to determine what records are on hand and what purpose they serve. This is necessary before any appraisal or scheduling can be done.

An APPRAISAL considers the administrative, fiscal, legal and historical value of records and sets the retention and disposition periods for each record series. This can be done based on the information obtained from the inventory and knowledge of the requirements of various programs.

A RETENTION SCHEDULE is a written plan for disposal of records when they are no longer needed, for the transfer of semi-active records to temporary storage and the retention of records of permanent value in a tribal archives.

RECORDS INVENTORY

The first step in the development of an effective records management program is to inventory all record and non-record materials of each office. Records currently in storage should also be inventoried. This inventory will not only provide information on the volume of records involved, but will also help to discover those files which have little or no retention value and those which should be revised or eliminated. Through this inventory you will be able to ascertain:

1. What records and non records exist in offices and storage facilities.
2. Where they are located and stored.
3. How many there are (volume).
4. If and where other copies of the same information may be located.

CONDUCTING A RECORDS INVENTORY

An inventory is a hands-on examination of all the records of the offices. From this inventory data is gathered about each series of records for later use in scheduling records and in reorganizing files. This survey, if conducted properly, provides information essential to the success of the records management program. It is necessary, therefore, that the person doing the inventory understand the type of information to be gathered, is familiar with the inventory form to be used and is familiar with the records of tribal governments.

A records inventory is by its very nature a laborious process and a person unfamiliar with the forms or files will need to go slowly at the beginning to find and record all the necessary information.

An inventory is merely a means of ascertaining the contents of files . The information will be used in the next steps of appraisal and scheduling. The inventory itself is not meant to be more than a draft document. Be as accurate as possible - as quickly as possible.

Inventory by records series, not by individual folder. For instance, "vendors file" is enough without listing the names of all the vendors for whom there are folders in the file. List the amount (cubic feet or inches. If the series has only a small amount of material, you can enter the number of folders.) and the inclusive dates. (1985 or 1985-1986).

Use one form for each record series. Follow instructions in the manual for filling out the form.

It will be useful later if you briefly describe the information that is found in each record series. This can be entered at the bottom of the form under "Remarks".

RECORDS INVENTORY FORM

1.Department 2.Division 3. Code number

4.Person in charge of records 5.Location of records

6.Record series title

7.File arrangement
___Alphabetical ___Chronological Other
___Numerical ___Geographical

8.If retained in office
Dates: From_____To_____ Cubic feet_____ or Linear inches_____

9.If retained in storage Storage Location_____
Dates: From_____To_____ Cubic feet_____ or Linear inches_____

10. Do records have permanent value ?
___Administrative ___Legal ___Historical

11. Suggested retention period
Office _____yrs. Records Center_____yrs. Archives___

12. Special Storage Needs:

13. Remarks:

14. Completed by Date

RECORDS INVENTORY FORM

1. Enter name of department.

2. Enter name of division or sub unit.

3. Enter code number if one is assigned to each office.

4. Name of person responsible for the files.

5. Enter name of office. If there are several file cabinets in the office, number them. Indicate the drawers by using letters A - D, A for the top drawer, B for the second drawer, C for the third drawer, and D for the bottom drawer of a four drawer file. Thus a location might read "Personnel 2B", indicating that these records are in the second drawer of the second file in the personnel office.

6. Record series title should always be the same for a series. If it is known by other names or if an explanation of the contents is needed, add that information under the title.

7. File arrangement. Check the appropriate box to show if folders are arranged in alphabetical, chronological, numerical, or geographical order. Explain if in some other arrangement.

8. Enter inclusive dates of the record series which are kept in office files. Enter the number of cubic feet or linear inches held in the office files.

   NOTE: To convert file drawers to cubic feet, figure 1.5 cubic feet to each letter size drawer and 2 cubic feet to each legal size drawer. To determine linear inches, measure the length of the records in the drawer in inches. One records box generally holds one cubic foot of records.

9. Enter inclusive dates of the record series which are kept in storage. Enter total number of cubic feet or linear inches of this record series held in storage. Be sure to note the location of storage boxes.

10. Check the appropriate box if the records have permanent value for administrative, legal or historical reasons.

11. Enter number of years the records need to be kept in office files and the number of years they should be kept in storage. Check if records should be transferred to an archives for permanent preservation when they are no longer needed for administrative or legal purposes. This can be noted after the next step (Appraisal).

12. Enter any special storage considerations such as for photographs, negatives, maps, oversize items or confidential materials.

13. This space is for descriptions which add to the understanding of what the records are and how they are used by the office.

14. Enter your name and the date of the inventory.

RECORDS APPRAISAL

Once the inventory has been taken, the next step is to decide how long each record series should be kept in the office and in storage. This is called the retention period.

To establish the retention period, the immediate an future usefulness of the records must be determined. The person making these decisions should be familiar with the purposes and needs of each office. Use an organization chart to determine which office should be responsible for specific records. For example, the office sending a memo would be responsible for keeping a file of important ones and the offices receiving the memo would keep it only as long as it was needed.

Administrative Value. A record has administrative value if it helps the department perform its current work or if it will help perform future work. The primary administrative use of most records is exhausted when the transactions to which they relate have been completed. Administrative value might be found in correspondence, monthly reports or minutes of committee meetings.

Legal Value. Records have legal value if they contain evidence of legally enforceable rights or obligations of the government. Among records having legal values are those showing the basis for action such as legal decisions and opinions, financial and other documents representing legal agreements such as leases, titles, and contracts and records of action in particular cases such as claim papers and legal dockets.

The best way to decide how long to keep records with legal content is to determine whether there are any statutory provisions. The retention period should be established only after a thorough review of statutes and regulations.

Fiscal Value. Records of fiscal value are those which pertain to the financial transactions of a department, such as budgets, ledgers, payrolls, vouchers, warrants, encumbrances and requests for transfer of funds. These documents have been created to administer the financial obligations of the department.

Also, any other documents that are required for audit have a fiscal value and should not be overlooked in the appraisal process. Many federal agencies require records to be kept for seven years past the closeout of a grant or contract.

Historical Value. Some records have an enduring value because they document significant events in the organization and development of a government or because they relate to a significant person or activity.

Using the information on the inventory form, decide the length of time a record series will be needed in the office. This should be based on how often the records are consulted, how quickly they go out of date and space needs. Then decide how much longer the records should be available, even though they may only be needed occasionally.

Records that may be needed occasionally should be transferred to a storage area (records center) that is away from the office and therefore less costly. When the records are no longer needed for administrative, fiscal or legal reasons they should be destroyed or transferred to a tribal archives for historical purposes.

RECORDS RETENTION SCHEDULES

Based on the appraisal of the records, it is possible to create records retention schedules. A retention schedule (sometimes called a disposition schedule) is the document which authorizes and provides for the transfer and disposition of records.

List each series on the retention schedule.

Following the name of the series, indicate the number of years these records should be kept in office files, the number of years they should be held for reference in a storage area (records center) and the total number of years these records are needed.

In determining the retention period for each record series, administrative, legal, fiscal and historical values should be considered. Only a small percentage of records are worth the expense and time to be preserved forever. Retention periods should be specific. i.e., "2 years", "for length of contract" or "current only".

Under the column marked "Disposition", indicate whether records should be destroyed or saved for historical purposes in an archives area when they are no longer needed for business reasons. Also indicate here if the records are considered confidential. Confidential records should have strictly controlled access and when it is time to dispose of them they should be shredded.

The retention schedules should be reviewed and approved by the supervisor of the office. They should also be reviewed and approved by the Tribal Council.

Records retention schedules should be reviewed annually to be sure that they are accurate. As series are discontinued or new ones are added, the retention schedule should be revised.

RECORDS RETENTION SCHEDULE

Department	Schedule No.	Date	Page No.

Dept. Head — Date	Tribal Council — Date	Records Manager — Date

Item No.	Title of Records	Retention (Years)			Disposition
		Office	Rec.Cen.	Total	

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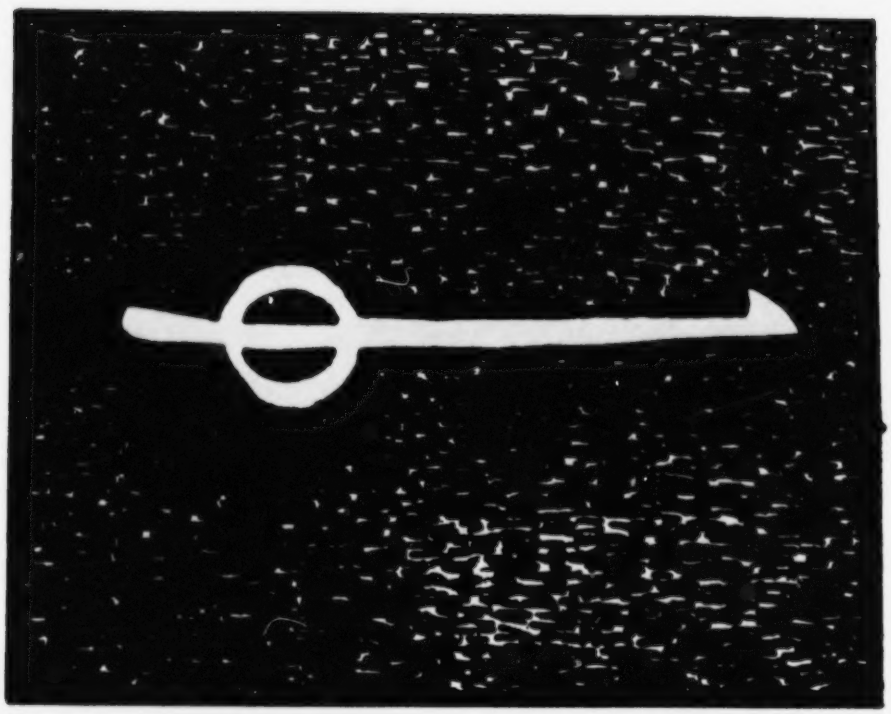

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RECORDS CENTER

PURPOSE

Provide a low-cost facility for orderly and periodic transfer of inactive records.

Provide a standard method for transferring and controlling inactive records.

Systematically dispose of records in accordance with approved retention schedules.

OWNERSHIP OF RECORDS

Records transferred to the records center remain in the legal custody of the office that created them. The records center should be in a place where access to the records can be controlled.

SELECTION OF RECORDS FOR TRANSFER TO RECORDS CENTER

Before records can be transferred to the records center, a current records retention schedule must be in effect. This authorization establishes the length of time the record series must be kept prior to its disposition.

Files should be terminated annually to make their transfer and disposal in uniform chronological order as easy as possible. This simply means that on a given date old files are removed and a new set of files is established for the next year.

Only records having continuing legal value or those which are vital to tribal operation should be stored permanently in the records center. The records center should not become a burial ground for dead records. Nor should it contain relatively active records. The records center should contain those records which are not active enough to justify continued retention in an office but are referred to intermittently or those which must be held to satisfy legal requirements.

HOW TO TRANSFER RECORDS TO THE RECORDS CENTER

Standard cardboard containers (15x12x10 inch size) must be used for storage of records in the record center.

Pack records in the same order that they are filed in the office.

Leave enough space in each box to make it easy to retrieve records.

Pack records and folders upright - Never lay documents flat.

Prepare a list of the folders in each box. At the top of the list write the name of your office and the box number. (Boxes should be numbered consecutively. Do not repeat a box number that you have used in a previous year.) Place one copy of the list in the box, keep one copy for your office information, and place one list in a central records management file.

VITAL RECORDS

Vital records are the records which the tribe would need to continue operations in an emergency. They are necessary to carry on the business of the tribe and to protect the rights and interests of the tribal government and individual members of the tribe following a disaster.

Vital records, therefore, are those documents which are necessary for:

The continuation and/or reconstruction of tribal government operation.

The reconstruction of the financial and legal status of tribal government.

The fulfillment of financial obligations to employees and outside interests.

When making a decision on vital records, some questions to consider are:

If a particular record disappeared, what would be the effect on business ?

What effect would the destruction of records have on tribal interests ?

Would the loss of these records hinder the recovery of monies needed to replace buildings and equipment?

What difficulties would occur in replacing records destroyed by fire or flood ?

The following are general categories of the most common types of records that may be necessary for emergency operation and/or for re-establishing normal operations.

Constitution & Bylaws
Charter
Treaties
Membership rolls
Residential rolls
Assignments/ leases/ allotments
Last election results (certified)
Last audit
Contract/Grant/MOA
Ordinances
Resolutions
Law and Order Code
Deeds

Blueprints of buildings (preferably as-builts)
Blueprints or maps of utility lines
- water
- sewer
- gas

Easement agreements

In addition to the above, consider:
- Administrative needs
- Fiscal needs
- Legal needs

Once the vital records have been identified, a decision must be made as to how to protect them. While it may not be possible to provide protection for all records in the event of a disaster, it is important to develop as effective a plan as possible within staff and budget limitations.

One method of protection is to maintain duplicate copies of vital records. The duplicate copies can be kept in another office, in another building or in a security storage location.

Probably the most convenient and most economical method is to provide security storage at the business location. This means that more care must be taken when using the records; files have to be locked, access to the records will be limited and, in some cases, a fireproof vault will be required.

SOURCES FOR MISSING RECORDS

Some records listed as "vital" may be missing from the files where you thought they should be. It would be better to try to locate copies of them now than to wait for an emergency to happen.

The first step in finding missing records is to ask other people if they know where to find them. Someone who worked on a committee or project may have copies of documents you need. Also check boxes that have been put in storage. Many of the older boxes are not organized very well and miscellaneous material may be found there.

The Indian Agency office may be able to supply you with missing copies of council meeting minutes and resolutions. They may also have copies of maps in their files.

For blueprints, try calling the architect's office to see if they have copies. If the building was constructed with grant money, it is possible that blueprints are on file with the funding agent.

The Indian Health Service Unit may be able to furnish demographic studies, patient information and contract documents.

The National Archives or your regional Federal Archives and Record Center may be able to supply correspondence, surveys, reports and other documents. State and County archives may also have some records pertaining to tribes.

TRIBAL ARCHIVES

Tribal archives consist of records which have continuing historical value and should be permanently preserved. These records are usually old enough so they are no longer needed for administrative purposes in tribal business. In addition to tribal records they may also include photographs, maps, blueprints and printed material.

Policies must be established for the storage and protection of tribal archives. The temperature and humidity of the storage area should be monitored. High temperatures or high humidity can destroy paper and photographs. Special precautions to protect the records from fire should include metal shelving and storage units, properly maintained electrical wiring, a good fire alarm system and emergency training for staff.

A policy should also be written for the use of the archives. The policy should state who can use the archives and under what conditions. It is important to have this policy statement to ensure equality of access as well as to protect privacy of information when necessary. Records that are confidential should be so indicated on the retention schedules. Some records can be restricted for a stated time period. However, restrictions should be as few as possible. Policies should be clearly established and followed to avoid any disputes about use.

Security is an important consideration when establishing the tribal archives. No unauthorized person should be allowed in the storage area. The privacy of confidential records must be protected.

Material in the archives should not be taken away. A copying procedure should be established for anyone needing a copy of a document so that the original will always remain in the archives.

CONSERVATION OF RECORDS

The maintenance of proper environmental conditions is the single most important element in the physical protection of records. All tribal governments should strive to follow basic standards for the conservation of historical documents. Prevention is the key word.

TEMPERATURE/HUMIDITY CONTROL - It is important to maintain constant temperature and humidity levels year round. The average temperature should be between 65-70 degrees and the relative humidity between 47%-53% Storage areas such as basements and attics that are subject to severe fluctuations in temperature and humidity control are unacceptable. Seasonal changes can be minimized by installation of an air-conditioning system. Simple humidifiers and dehumidifiers may be purchased to assist in humidity control. Keep a daily record of the variations in temperature and humidity for future evalation.

ACID CONTROL - Acid will attack and destroy paper. To retard acid damage, use low acid document folders and boxes for storage of the documents. These can be purchased in a variety or sizes and shapes through an archival supply company.

INSECT CONTROL - There are many species of insects that can feed on documents and cause significant damage. While it is important to determine the specific insect in order to combat it effectively, general cleanliness will minimize the problem.

BACTERIA CONTROL - Documents baaly infested by fungus, mold, and mildew will become soft and limp and will eventually disintegrate. This problem can best be prevented by proper temperature and humidity controls, by providing adequate ventilation and by maintaining cleanliness.

LIGHT CONTROL - Exposure to light causes fading, yellowing, and brittleness. Direct sunlight and florescent light, both sources of ultraviolet rays, should be avoided. Lights should be turned off when not needed and curtains should cover any windows.

FIRE CONTROL - Several steps can be taken to insure that the archives is as fire-proof as possible. All electrical wiring should be properly maintained. Metal shelving should be used. Fire retardation devices should be installed and maintained. Close contacts should be established with the local fire authorities and staff trained in emergency procedures.

Disaster Planning

Even though your records have been organized and you have separated out the vital records, there is always the chance of fire, water or other damage. It is well to be aware that emergencies can occur and to know how to handle them.

Time is an important element in saving damaged paper. Try to do a quick survey of the papers that survive the disaster and call for help as soon as possible.

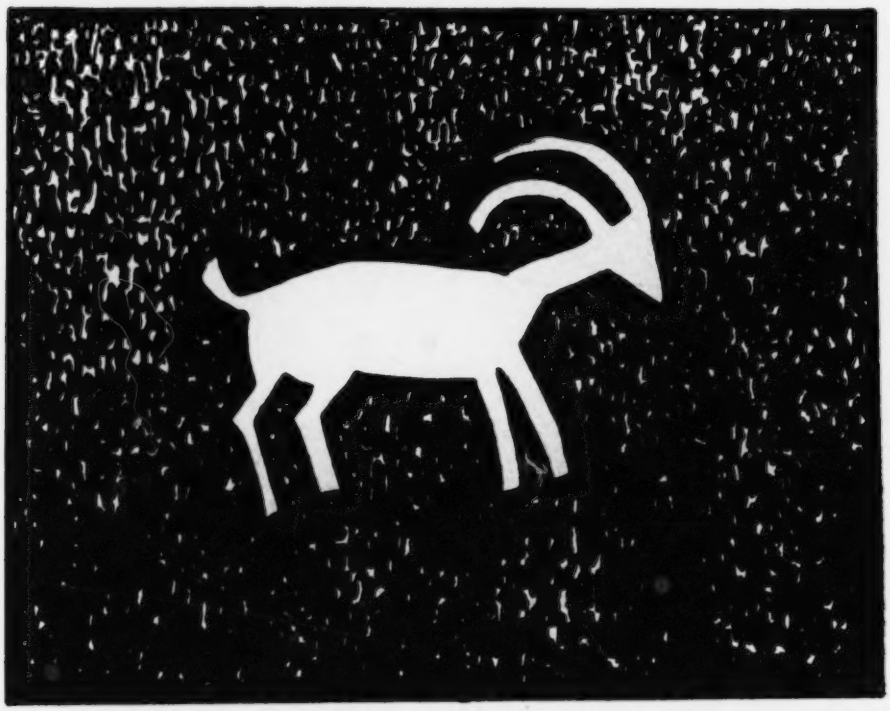
To get advice on what to do, in Nevada call one of the following:

*Nevada State Archives (702)-885-5210
*Nevada Historical Society (702)-789-0190
*University of Nevada, Library Special Collections
Reno (702) 784-6538
Las Vegas (702) 739-3252

A disaster plan should be developed to detail procedures to be followed when fire, floods or other disasters occur.

*In other states, call comparable institutions.

Section D



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Tribal Court records.	D-16
Business Enterprises.	D-17
Education records.	D-19
Financial records.	D-20
Housing records.	D-21
Human Services records.	D-26
Personnel records.	D-30
Police records.	D-31

Example

RECORDS INVENTORY FORM

1. Department: Education | 2. Division: | 3. Code number:

4. Person in charge of records: J. Johnson | 5. Location of records: Educ. 1C

6. Record series title: Correspondence

7. File arrangement
___ Alphabetical X Chronological Other
___ Numerical ___ Geographical

8. If retained in office
Dates: From 1985 To 1986 Cubic feet ____ or Linear inches 4"

9. If retained in storage Storage Location Office closet
Dates: From 1978 To 1984 Cubic feet 1 or Linear inches ____

10. Do records have permanent value? no
___ Administrative ___ Legal ___ Historical

11. Suggested retention period
Office 2 yrs. Records Center 3 yrs. Archives ND

12. Special Storage Needs: none

13. Remarks: general information and correspondence — no permanent value

14. Completed by DB Date 6/2/86

Example

SPARKS INDIAN COLONY
RECORDS RETENTION SCHEDULE

Department	Schedule No.	Date	Page No.
TRIBAL ADMINISTRATION (Intertribal Relations)		January 1986	13
Dept. Head Date	Tribal Council Date		Records Manager Date

Item No.	Title of Records	Retention (Years) Office	Rec.Cen.	Total	Disposition
1	ITC-N Constitution	P		P	
2	ITC-N Minutes	1		1	Destroy
3	ITC-N Correspondence	2		2	Destroy
4	ITC-N Programs	2	3	5	Archives
5	Nevada Indian Legal Service	Current		Current	Destroy
6	Nevada Urban Indians(Contracts,MOAs)	2	3	5	Archives
7	Nevada Indian Tribes (Alphabetical)	Current Information			Update and weed to keep current
8	National Tribal Chairmans' Assn.	2			Destroy
9	National Council of Amer. Indians	2			Destroy
10	National Indian Org.(Alphabetical)	Current Informaiton			Update and weed to keep current
11	Other Indian Tribes(Alphabetical)	Current Information			Update and weed to keep current

HOW TO USE SAMPLE SCHEDULES

The following schedules are meant to serve as a guide in making decisions about the length of time records should be kept. Because of the differences in the organization of tribal governments, it has not been possible to include every kind of record you might have in your files. However, by following the recommendations for similar types of records, and applying the appraisal standards in the manual, you should be able to make good decisions.

Recommended retention periods in the following schedules include the total time the records would be held in office files and in a record center. Usually, correspondence, reports and many financial records can be transferred to a record storage area after two years. Contract files should be scheduled according to the requirements of the contract.

Care should be taken when disposing of records from the record center. Follow the retention schedule to determine which records should be destroyed and which should be transferred to the tribal archives. When the schedules suggest transferring "selected" records to the archives, select those documents which appear to be of historical value. Records which document significant events in the organization or development of tribal government, or relate to a significant person or activity should be saved. Routine letters can usually be destroyed.

Be sure that good security is provided for all confidential records. If confidential records are to be destroyed, be sure that they are shredded.

TRIBAL COUNCIL

Record Title and Description	Retention Period
1. Corporate Charter: Copy of the charter issued by the Secretary of the Interior.	Permanent.
2. Constitution and Bylaws: Copies complete with amendments.	Permanent.
3. Ordinances: Ordinances currently in effect.	Update and weed to keep current.
4. Elections: Documents from last election including approved voting list, candidates and correspondence.	Transfer to archives after 4 years.
5. Council Meeting Packets: Containing agenda, minutes of the last meeting and reports of departments and committees.	Transfer to Reference File after 1 year.
6. Resolutions: Passed by Tribal Council.	Transfer to Reference file after 1 year.
7. Budgets: As approved by the Tribal Council.	Transfer to archives after 5 years.
8. Management System: Statement of policies of tribal government concerning personnel, financial management, procurement, property management and travel.	Transfer to archives when updated.
9. Correspondence: General correspondence regarding tribal council matters.	Transfer selected items to archives after 5 years.

Record Title and Description	Retention Period
10. Enrollment/Membership: Documents and correspondence.	Transfer to Reference File when no longer current.
11. Assignments/Allotments: Documents and correspondence.	Transfer to Reference File when no longer current.
12. Reference File: Complete file of past minutes of Council meetings, resolutions, ordinances, members, assignments, certified election results and demographic surveys.	Permanent
13. Maps: Official map of reservation.Also maps showing easements, utilities, and roads.	Permanent
14. Blueprints: As-built blueprints for all buildings owned by the Tribe.	Permanent

TRIBAL CHAIRMAN'S OFFICE

Record Title and Description	Retention Periods
1. Chairman's Correspondence: General correspondence and information files.	Transfer selected items to the archives after 5 years.
2. Vice-Chairman's Correspondence: General correspondence and information files.	Transfer selected items to the archives after 5 years.
3. Planner's Correspondence: General correspondence and information files	Transfer selected items to the archives after 5 years
4. Attorney: Correspondence with the tribal attorney.	Transfer selected items to archives after 5 years.
5 .Attorney - Case Files: Documents and correspondence regarding current cases .	Transfer to archives when case is closed.
6 .Marriage Certificates: Marriages performed by the Chairman.	Permanent.
7. Notices to Colony Residents: From the chairman's office.	Transfer to archives after 5 years.
8. Policies: Statement of tribal policy concerning such things as loans, grants, travel or use of archives.	Update and weed to keep current.
9. Tax Exempt Letters: Tax exempt status of individuals living on the reservation.	Destroy after 1 year.
10. Tax Exempt Letters: Statement of state sales and use tax exemption.	Permanent.

Record Title and Description	Retention Period
11. Staff Meeting Minutes: Minutes of the meetings of the supervisory staff.	Destroy after 2 years.
12. Public Relations. Newsletter: File of reservation newsletter.	Transfer to archives after 5 years.
13. Public Relations.Press Releases: Press releases sent by the reservation to the media.	Transfer to archives after 5 years.
14. Public Relations.News Clippings: Articles relating to the reservation and its activities.	Transfer to archives after 5 years.

TRIBAL OPERATIONS

Record Title and Description	Retention Period
OFFICE MANAGER	
1. Office Manager. Correspondence: General correspondence and notices.	Destroy after 5 years.
2. Department Files: Working files generally needed by the Office Manager in addition to the files kept in each department. They usually contain notices, general correspondence of interest to the tribe or copies of documents which need to be readily available.	Destroy after 5 years.
3. Committees: Files for each committee, such as Education, Law and Order, JOM, OEDP, Health, etc. These should contain the names of committee members, objectives of the committee, minutes of meetings, correspondence and reports.	Transfer to archives after 5 years.
INTERTRIBAL RELATIONS	
1. Intertribal Council. Constitution. Copy of constitution and by-laws.	Permanent.
2. Intertribal Council. Minutes. Meetings of the Board of Directors.	Destroy after 1 year.
3. Intertribal Council. Correspondence: Between the reservation and ITC.	Destroy after 2 years.

Record Title and Description	Retention Period
4. Intertribal Council. Programs.: Material relating to ITC programs on the reservation.	Transfer to archives after 5 years.
5. Nevada Indian Legal Service: Information and correspondence.	Update and weed material to keep current.
6. Indian Tribes: Information, and correspondence relating to other tribal governments.	Update and weed material to keep current.
7. National Indian Associations: Information and correspondence.	Update and weed material to keep current.
INTERGOVERNMENTAL RELATIONS	
1. Legislation: Laws which affect Indian government and programs, including those dealing with education, health care, child welfare, self determination, tax status and privacy of information.	Update and weed material to keep current.
2. U.S.Congress. Committees: Correspondence, testimony, information.	Transfer selected items to archives after 5 years.
3. State Congressional Delegation: Correspondence, information.	Transfer selected items to archives after 5 years.
4. Federal Agencies: Information.	Update and weed material to keep current.

	Record Title and Description	Retention Period
5.	Federal Agencies: Grants, projects and contracts.	Transfer to archives 7 years after end of grant, contract, or project.
6.	Office of President: Information.	Update and weed material to keep current.
7.	U.S.Supreme Court: Information.	Update and weed material to keep current.
8.	State Legislature: Correspondence and testimony.	Transfer to archives after 6 years.
9.	State Agencies: Information.	Update and weed material to keep current.
10.	State Agencies: Contracts and Memoranda of Agreement.	Transfer to archives 7 years after the end of the contract.
11.	Governor's Office: Information and correspondence.	Transfer selected material to archives after 4 years.
12.	County Board of Commissioners: Information and correspondence.	Update and weed material to keep current.
13.	County Board of Commissioners: Contracts, Memoranda of agreement.	Transfer to archives 7 years after end of contract or agreement.
	Files for other governing bodies such as cities, districts, community colleges and the university should be set up similarly to those for the county.	

Record Title and Description	Retention Period
PROPERTY	
1. Building Use Applications: Applications for use of community facilities.	Destroy after 1 year.
2. Correspondence: General correspondence regarding buildings.	Destroy after 5 years.
3. Furnace and Air Conditioning: Maintenance bids and correspondence.	Update and weed material to keep current.
4. Building Plans: As-built plans for each tribally owned building should be on file.	Permanent.
5. Building Maintenance Schedule: Schedule for upkeep and servicing for each building should be on file.	Update and weed material to keep current.
6. Building Equipment: Repair manuals, warranties and information about the equipment in each building.	Update and weed material to keep current.
7. Rental Property: Agreements, maintenance and correspondence.	Transfer agreements to archives after 5 years. Update and weed maintenance schedules to keep current.
8. Inventory: Master inventory lists for each office.	Transfer to records center after 2 years.
9. Supply Bids: Bids for office supplies.	Destroy after 1 year.
10. Vehicle Bids: Bids for cars and trucks.	Update and weed to keep current.

Record Title and Description	Retention Period
11. Vehicle Maintenance: Schedule for upkeep and servicing.	Update and weed material to keep current.
12. Vehicle Registrations.	Update and weed material to keep current.
13. Insured Drivers: Names and drivers license numbers.	Update and weed material to keep current.
14. Heavy Equipment: Guarrantees and manuals.	Update and weed material to keep current.
15. Heavy Equipment Maintenance: Scheoules for upkeep and servicing.	Update and weed material to keep current.
UTILITIES	
1. Sanitation: Scheoule and regulations for garbage pick-up.	Destroy after 2 years.
2. Sewer. Agreement: Signed agreement with service provider.	Transfer to archives when new agreement is filed.
3. Sewer. Correspondence: Negotiations and information.	Transfer selected items to archives after 5 years.
4. Sewer. Maps: Sewer lines and water lines to each house.	Permanent.
5. Electric Company Agreements: Related to power lines and electricity on reservation.	Transfer to archives when new agreement is filed.
6. Electric Company Correspondence: Related to electricity on reservation.	Transfer selected items to archives after 5 years.

Record Title and Description	Retention Period
7. Water Rights, Original: Deed to water rights and related documents.	Permanent.
8. Water Rights, Acquired: Agreements, negotiations, correspondence.	Permanent.
9. Wells: Locations.	Permanent.
10. Test Results: Results of tests on tribal wells.	Permanent.
11. Wells: Maintenance, correspondence, information.	Transfer selected items to archives after 5 years.
12. Water Sample Reports: Quarterly reports on water quality.	Transfer to archives after 5 years.
13. Water rate compilations.	Permanent.
14. Utility business records: Billing and expenses.	Destroy after 5 years.
15. Utility Easements: Blueprints and agreements for power easements.	Permanent.
16. Burials: Cemetery and burial information, correspondence.	Permanent.
LAND	
1. Trust Lands: Documentation regarding trust status.	Permanent.

Record Title and Description	Retention Period
2. Reservation Boundaries: Deeds and legal description of land areas.	Permanent.
3. Easements: Hearings, correspondence, legal descriptions.	Permanent.
4. Leases: Agreements and correspondence.	Transfer to archives when no longer active.
5. Master Plan: Plans for development of tribal land.	Transfer to archives when plan is revised.
NATURAL RESOURCES.	
1. Mineral/Geologic Resources: Studies, documents, reports and correspondence.	Permanent.
2. Oil/Gas Resources: Studies, documents, reports and correspondence.	Permanent.
3. Timber Resources: Studies, documents, reports, and correspondence.	Permanent.
4. Fish/Wildlife: Studies, documents, reports, and correspondence.	Permanent.
IRRIGATION	
1. Assessment Rates:Rates set for water users assessments.	Transfer to archives after 5 years.
2. Contracts: Annual irrigation contracts.	Transfer to archives after 5 years.

Record Title and Description	Retention Period
3. Correspondence: Relating to irrigation.	Transfer selected items to archives after 5 years.
4. Dams: Operation and maintenance information.	Update and weed material to keep current.
5. Ditches: Use agreements.	Transfer to archives when no longer in effect.
6. Flow Records: Graphs and charts.	Transfer to archives after 10 years.
7. Maintenance: Maintenance schedules and records.	Update and weed material to keep current.
8. Studies: Water supply and management studies.	Transfer to archives when no longer of current use.
9. Surveys and mapping.	Permanent.
10. Wells: Maintenance schedules and records.	Update and weed material to keep current.
ROADS	
1. Studies: Surveys and plans for road development.	Transfer to archives when no longer of current use.
2. Contracts: Contracts for road building or maintenance.	Update and weed material to keep current.
3. Legal Documents: Claims, lawsuits, easements.	Transfer to archives when no longer of current use.
4. Maintenance: Schedules for upkeep and repair.	Update and weed material to keep current.
5. Maps: Reservation road system.	Permanent

TRIBAL COURT

Record Title and Description	Retention Period
1. Case Files: Includes all documents, hearings, correspondence, reports.	Permanent. CONFIDENTIAL
2. Law and Order Code: Copy of laws currently in force.	Update and weed to keep current.
3. Correspondence: General correspondence and information concerning the court.	Transfer selected items to archives after 5 years.

BUSINESS ENTERPRISES

Record Title and Description	Retention Periods
Each business should have separate files for the following records.	
1. Minutes: Meetings of directors of managers.	Transfer to archives after 5 years.
2. Budgets: Annual budget for business.	Transfer to archives after 5 years.
3. Budget Analysis: Monthly income statements, profit/loss statements, reports.	Destroy after 5 years.
4. Annual Reports.	Transfer to archives after 10 years.
5. Buildings: Leases, Rental agreements.	Transfer to archives when no longer current.
6. Equipment: Instruction manuals and warranties.	Update and weed material to keep current.
7. Equipment: Inventories.	Permanent in records center.
8. Utilities: Records of usage.	Transfer to archives after 5 years.
9. Correspondence: General correspondence and subject information files.	Transfer selected records to archives after 5 years.
10. Reports: Activity and status reports.	Transfer to archives after 5 years.
11. Grants, Projects: Documents, correspondence and related materials.	Transfer to archives 3 years after end of project or grant.

Record Title and Description	Retention Period
12. Legal Agreements: Laws, ordinances, agreements.	Transfer to archives when no longer current.
13. Litigation: Cases, correspondence with attorney.	Transfer to archives when no longer current.
14. Clipping File: articles related to business.	Transfer to archives after 5 years.
15. Blueprints: As-builts of buildings operated by business.	Permanent.
16. Maps: Showing locations of businesses, grazing areas, etc.	Permanent.
17. Maps: Showing locations of underground utility pipes and cables.	Permanent.

EDUCATION

Record Title and Description	Retention Period
1. Student Files: Persons enrolled in school or classes. Correspondence, records, evaluations.	Transfer to inactive file when no longer active. CONFIDENTIAL
2. Financial Aid Information: Information about college scholarships and other educational aids.	Weed and destroy outdated material to keep current.
3. College Information: College catalogs, brochures and data sheets.	Weed and destroy outdated material to keep current.
4. Resource Information: About employment, workshops and education programs.	Weed and destroy outdated material to keep current.
5. Correspondence: General correspondence files.	Destroy after 5 years.
6. Monthly Reports: Reports to the Tribal Council.	Destroy after 2 years.
7. Education Aide Reports: Reports to Education Director.	Destroy after 2 years.
8. Tutors: Reports to the Education Director.	Destroy after 2 years.
9. Headstart: Reports to the Education Director.	Destroy after 2 years.
10. Library Acquisitions: Books added to the library, sources and cost.	Permanent.

FINANCE OFFICE

Record Titles and Description	Retention Period
1. Payroll Files: Employee work and paycheck records.	Destroy after 7 years. CONFIDENTIAL
2. Vendor Files: Purchase orders, check request forms, correspondence.	Destroy after 7 years.
3. Contract Files: Contains copy of each contract, reports, and financial statements.	Transfer to archives 3 years after close of contract.
4. Audits.	Transfer to archives after 5 years.
5. Correspondence: General correspondence and information.	Destroy after 5 years.
6. Credit: Correspondence related to credit.	Destroy after 2 years.
7. Insurance Policies: Policies and correspondence dealing with auto, accident, health, life, liability, and fire insurance.	Destroy policies after 5 years. Keep employee application for 7 years after termination of employment.
8. Leases: Leases of tribal offices or buildings. Also lease of copy machine.	Transfer to archives 5 years after lease expires.
9. Bank: Correspondence and reports dealing with bank accounts and investments.	Destroy after 5 years.
10. Financial Records: Cash receipts, dispersals and transfers, general ledgers, trial balances, budget analysis, financial statements.	Transfer to archives after 5 years.

HOUSING-COMMISSIONERS

Record Title and Description	Retention Period
1. Minutes: Minutes of Board of Commissioners' meetings.	Permanent.
2. Resolutions: Passed by the Board of Commissioners.	Permanent.
3. Monthly Reports: Report to the Tribal Council.	Transfer to archives after 5 years.
4. Rosters and Oaths of Office: Members of the Board of Commissioners.	Transfer to archives after 5 years.
5. Correspondence: General correspondence with organizations and agencies.	Transfer selected items to archives after 5 years.
6. Correspondence: With the Tribal Council.	Transfer to archives after 5 years.

HOUSING ADMINISTRATION

1. Personnel: Records of employees of the Housing Authority. Includes payroll and travel vouchers.	Destroy 7 years after person leaves employment. CONFIDENTIAL
2. Operating Budget: Annual budget for Housing Authority.	Transfer to archives after 5 years.
3. Monthly Ledger: Monthly accounts.	Destroy after 7 years.
4. General Journal: Computer printouts of accounts.	Permanent.

Record Title and Description	Retention Period
5. Financial Statements: Annual statement of accounts.	Transfer to archives after 7 years.
6. Bank Statements and cancelled checks.	Destroy after 7 years.
7. Vendors Files: Invoices for purchases.	Destroy after 5 years.
8. Annual Contributions Contracts and Ammendments (ACC).	Transfer to archives after end of contract.
9. Accounting Audit: Audit of financial records.	Transfer to archives after 10 years.
10. Management Review: HUD Management Audit.	Transfer to archives after 6 years.
11. Occupancy Audit: HUD review of the occupancy rate in HUD housing.	Transfer to archives after 4 years.
12. Utility Consumption Reports: For rental units.	Destroy after 5 years.
13. Rental Applicants: Filed by date received.	Update and weed to keep file active.
14. Tenant Accounts Receivable: Accounts of amounts owed.	Destroy after 5 years. CONFIDENTIAL
15. Repair Orders Completed.	Destroy after 5 years.

Record Title and Description	Retention Period
16. Inventory: Equipment belonging to the Housing Authority.	Retain permanently in records center.
17. Correspondence: General correspondence dealing with housing matters.	Destroy after 5 years.
18. Insurance: Liability and fire. Policies and correspondence.	Destroy 5 years after end of policy.
19. Attorney's Contract: Contract and correspondence.	Transfer to archives 5 years after end of contract.
20. Participants Files: File for each participating family containing all forms and records.	Transfer to inactive file when no longer active. CONFIDENTIAL
HOUSING PROJECTS Each project should have separate files for:	
1. Program Reservation: Application to HUD for program.	Transfer to archives at end of contract.
2. Plans and Specifications: Architect's specifications and blueprints.	Transfer to archives at end of construction. (Replaced by as-builts).
3. Bid and Contracts: Contractor's bids and contract with Housing Authority.	Transfer to archives 2 years after end of contract.

Record Title and Description	Retention Periods
4. Project Budgets and Requisitions: Operating budget and requests for advances of funds from HUD.	Transfer to archives 2 years after end of contract.
5. Development Cost Statements: Quarterly report to HUD on project progress and money spent.	Destroy after 5 years.
6. Site Appraisal: Engineering and environmental reports.	Permanent.
7. Workman's Compensation: Industrial insurance system reports.	Transfer to archives 2 years after end of contruction.
8. Certified Payroll: Payroll information for construction workers.	Destroy 5 years after end of construction.
9. Contractor's Bond and Insurance: For construction.	Transfer to archives 2 years after end of construction.
10. Change Orders: Changes in specifications.	Transfer to archives 2 years after end of construction.
11. Inspections: Construction inspection reports.	Destroy 5 years after end of construction.
12. Punch Lists: Deficencies to be corrected.	Destroy 5 years after end of construction.
13. Correspondence: General correspondence relating to project.	Destroy after 5 years.

Record Title and Description	Retention Period
14. Completion Documents: include memorandum of acceptance, releases, lien waivers and notice of completion.	Transfer to archives 2 years after end of construction.

HOUSING-BLUEPRINTS & MAPS

1. Contractors Submittals: Original blueprints.	Transfer to archives when replaced by as-built blueprints.
2. Amended Specifications: Showing changes made during construction.	Transfer to archives when replaced by as-built blueprints.
3. As-built blueprints: Showing plans in final form.	Permanent in office.
4. Underground Pipes: Maps showing existing water and sewer lines.	Permanent in office.
5. Underground Utility Lines: Maps showing existing electric, gas, telephone, or cable TV lines.	Permanent in office.
6. Easements: On tribal land for roads or utilities.	Permanent in office.
7. Official Map: Map of reservation or colony.	Permanent in office.

HUMAN SERVICES

Record Title and Description	Retention Period
HUMAN SERVICES MANAGER	
1. Contract Files: Contracts with providers, financial and quarterly reports, correspondence.	Transfer to archives 3 years after end of contract.
2. Monthly Reports: Reports to the manager and tribal council from human services departments.	Destroy after 2 years.
3. Statistics of Health Center: Statistical reports to the IHS.	Transfer to archives after 10 years.
4. Information File: Articles, notices, and correspondence providing current information on job related topics.	Update as needed. Weed and destroy outdated material.
5. Incident Reports: Reports of accidents in Health Center or recreation areas.	Destroy after 7 years.
CLINIC	
1. Patient Files: Contain all relevant information about patient. Central files for all health clinic offices.	Transfer to inactive file when no longer active. Transfer files of deceased patients to Indian Health Service. CONFIDENTIAL
2. Patient File. One Time Only: Patients who do not return after first visit.	Destroy after 5 years. CONFIDENTIAL
3. Medical Specialist Vouchers: Referrals to outside doctors.	Destroy after 2 years. CONFIDENTIAL

Record Title and Description	Retention Period
4. Insurance: Records for collection of medical insurance.	Destroy when no longer active.
5. Appointment Book Pages: Names of patient and date of scheduled appointments.	Destroy (shred) after 5 years. CONFIDENTIAL
NUTRITION	
1. Nutrition Information File: Articles, correspondence, and notices providing current information on nutrition related topics and ideas for programs and activities.	Update and weed material to keep current.
2. Past Programs: Information, forms, and reports from past classes and programs.	Transfer to archives after 2 years or when no longer useful in current planning.
3. Monthly Reports: Reports to Human Services manager and tribal council.	Destroy after 2 years.
4. Current Projects: Information and working papers for projects in progress.	Transfer selected material to past programs file when activity ends.
COMMUNITY HEALTH NURSE	
1. Client Files: Contain records, notes, and documents relating to treatment of clients.	Transfer to an inactive file when services have been ended. Send files of desceased patients to IHS. CONFIDENTIAL
2. Monthly Reports: Reports to Human Services manager and tribal council.	Destroy after 2 years.

Record Title and Description	Rentention Period
3. Correspondence: Subject files and general correspondence.	Destroy after 5 years.
MENTAL HEALTH	
1. Case Files: Forms, notes, and documents concerning client.	Transfer to inactive file when no longer active. CONFIDENTIAL
2. Information File: Articles, notices, and correspondence related to mental health activities and programs.	Update as needed. Weed and destroy outdated material.
3. Monthly Reports: Reports to Human Services Manager and Tribal Council.	Destroy after 2 years.
ALCOHOL/DRUG ABUSE	
1. Client Files: Forms, notes, and documents relating to personal history, treatment, progress.	Transfer to inactive file when no longer active. CONFIDENTIAL
2. Resource Files: Ideas for programs and activities. Information related to alcohol and drug abuse.	Update as needed. Weed and destroy outdated material.
3. Past Activites: Reports, forms, and related materials.	Transfer to archives after 2 years or when no longer needed in current planning.
4. Monthly Reports: Reports to Human Services Manager and Tribal Council.	Destroy after 2 years.

Record Title and Description	Retention Period
SOCIAL SERVICES	
1. Indian Grant Assistance Case Files: Eligibility records, and narratives. Includes records for Tribal Work Experience Program.	Transfer to an inactive file when no longer active. Transfer files to BIA after death of client. CONFIDENTIAL
2. Child Welfare Case Files: Forms, notes, and documents concerning children's cases.	Transfer to an inactive file when no longer active. CONFIDENTIAL
3. Reports: Required reports to BIA and monthly reports to Human Services manager and Tribal Council.	Destroy after 2 years.
RECREATION	
1. Programs and Activities: Plans and reports on programs and activities.	Transfer to archives after 2 years or when no longer useful for current planning.
2. Permission forms: Signed by parents for children to participate in programs.	Destroy after 1 year
3. Monthly Reports: Report to Human Services manager and Tribal Council.	Destroy after 2 years
4. Schedules: Activities and classes. Use of recreational facilities.	Destroy after 2 years.

PERSONNEL

Record Title and Description	Retention Period
1. Personnel: Employee files containing applications, recommendations, evaluations, work history, training and other relevant material.	Keep as long as person is employed. Then transfer to inactive file. CONFIDENTIAL
2. Inactive Personnel: Personnel files of persons who are no longer employed.	Keep in office 7 years. Transfer to permanent storage in records center. CONFIDENTIAL.
3. Recruitment and Selection: Notices, correspondence, applications, interviews and recommendations.	Destroy after 7 years. CONFIDENTIAL
4. Job Descriptions: Description of job and qualifications of person to fill the job. Includes information about the inception of the job.	Update annually and discard material to keep file current.
5. Correspondence: General correspondence relating to the personnel office.	Destroy after 5 years May have confidential material to be shredded.
6. Monthly Reports: Reports to the Tribal Council on monthly activities.	Destroy after 5 years.
7. Labor Force: Demographic studies of number, sex, and age of people available for employment.	Transfer to archives after 5 years.

POLICE

Record Title and Description	Retention Period
1. Police Case Files: Name, case number and documents relevant to the case.	5 years in office. Permanent in records center. CONFIDENTIAL
2. Officers Daily Logs: Accounts of daily activities.	5 years in office. Permanent in records center.
3. Offense/Incident Report: Records kept for reimbursement accounting purposes.	5 years in office. Permanent in records center.
4. Citations: Copy of citations sent to court.	5 years in office. Permanent in records center.
5. Evidence Log: Records of property taken as evidence and its disposition.	5 years in office. Permanent in records center.
6. Monthly Report: Report to the Tribal Council and the BIA.	Destroy after 5 years.
7. Correspondence: General correspondence concerning police activities.	Transfer selected material to archives after 5 years.
8. Memos: Memos sent from the Police to residents.	Transfer to archives after 5 years.
9. Operating Budget: approved current budget.	Discard after 2 years.
10. Juvenile Case File: All documents relative to cases of persons under 21 years of age.	Permanent. CONFIDENTIAL

"The time has come for Native Americans to take charge of their own history. To do this it is essential for the various tribal governments to adopt modern methods of records management and archival administration. Because this expertise is not presently available, it is necessary for tribal groups to secure assistance from outside the Indian community to establish an archive which adheres to accepted archival methodologies and to train staff persons in these program techniques.

"The importance of these projects does not lie in the volume of records initially preserved, but rather in providing an appropriate repository for the historical records of Indian government which should serve to prevent the future alienation of valuable records from Indian control".

- Grant application.
June 1984

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Technical assistance is also available from:

Mary Ellen Bailey
RTR Box 5538
Corning, Ca 96021
Tel.(916) 585-2229